



Emergency Operations Manager
Resource Protection Division
Recruitment # 2006-11-1425

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Natural Resource Specialist 4
Type of Position:	This is a Permanent position. This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$3,722 – \$4,760
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	November 29, 2006
Closing Date:	Open until filled. Initial screening on January 5, 2007.
Location:	Olympia

POSITION PROFILE

This position plans, organizes, leads and controls DNR's statewide emergency response program and the DNR Emergency Coordination Center (ECC). This includes preparing for and coordinating resource allocation and response to wildfires and other emergencies on 12.7 million acres protected by DNR. Provides key operational linkage with other emergency response organizations, including international, federal, tribal, state and local agencies and the private sector. Ensures that DNR has a current emergency management plan to guide safe and effective operations during emergencies and for recovery afterward. Develops and implements procedures for the mobilization of DNR's emergency response resources.

REQUIRED POSITION QUALIFICATIONS.

- Knowledge of principles, methods, and techniques of public administration, business administration, budgeting, economics, and management
- Knowledge of Agency policies, procedures, and tasks.
- Leadership characteristics and principles of leadership.
- Knowledge of laws, rules and regulations governing the agency's emergency preparedness and response activities.
- Possess good verbal and written communication skills.
- Skill in Negotiation with diverse interest groups, such as other agencies, tribes, environmental groups, private industry, local government, media, and general public.

Required Skill Level

- The ability to perform assignments that require application of knowledge and expertise to make decisions on complicated issues in a fast-paced environment. These assignments often require proactive intervention and have wide or precedent setting impact.

- The ability to provide advice and consultation to higher levels of organization management, lower level professional staff, and peers. Handles or oversees the organization's most sensitive, complex, or critical issues.
- The ability to provide advice and guidance to professionals or other staff members.

Key Supervisory Knowledge and Skills

- Employee recruitment and selection
- Planning and assigning work, including setting performance standards and expectations.
- Evaluating and documenting performance.
- Performance feedback and coaching.
- Training and development planning.
- Employee motivation and performance-based recognition.
- Corrective action tools and strategies.

DESIRED POSITION QUALIFICATIONS

- Bachelors degree or higher in a natural resources field.
- Incident Command System position qualification at task force leader level or higher.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Travel is frequently required, often involving overnight accommodations.
- Must have a valid drivers' license and have two years of driving experience.)
- Must be at least 18 years of age at the time of hire.
- This position works primarily in an office environment.
- Work is routinely required outside of normal business hours as well as on weekends and holidays.
- Unless other arrangements are approved in advance, the position's duties require the incumbent to be contactable 24/7 via pager or telephone.
- The nature of the position requires an individual who is comfortable working effectively in a fast-paced, stressful environment, particularly during the April-October wildfire season.
- The requirements of this position preclude serving as a member of an incident management team, and assignments as a single resource on emergency incidents are rare.
- A 5 year driving abstract issued from the state in which you are currently licensed is required before hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc OR resume.
- If providing resume please fill out an online voluntary [Applicant Profile Questionnaire](#).
- A summary of your prior 10-year history to include: employment, education, periods of unemployment, etc.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate **Emergency Operations Manager, Recruitment # 2006-11-1425** in the subject line of your e-mail. By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Joe Shramek at (360) 902-1317 or e-mail us at DNRrecruiting@wadnr.gov.

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This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.